



COMMUNITY DEVELOPMENT DEPARTMENT

SITE PLAN REVIEW APPLICATION

INTRODUCTION

This informal material provides a basic outline of the City's requirements. Interested parties should refer to the City's municipal code for specific provisions regarding Zoning, Subdivision Regulations, Parking, Landscape, Sign, Stormwater Drainage, Site Plan Review and other regulations. A copy of the municipal code is available at the City Clerk's office in Galesburg City Hall or on our website at www.ci.galesburg.il.us. This information is not to be considered as a substitute for any Federal, State, County or City law or ordinance. It is merely a guiding tool for the review process.

Site Plan Reviews may be initiated by a person, firm or corporation having a financial interest on the land which is described in the application for site plan review or by the owner's authorized agent.

If you have any questions on the procedures or requirements of the City, the following may be contacted to provide further assistance:

COMMUNITY DEVELOPMENT DEPARTMENT

309/345-3619

Planning, Zoning and Building Inspections

FIRE DEPARTMENT

309/345-3757

Fire Prevention

PUBLIC WORKS

309/345-3623

KEY DATES

APPLICATION AND SITE PLAN DEADLINE	DEVELOPMENT REVIEW COMMITTEE MEETING
12/17/25	12/31/25
1/21	2/4
2/25	3/4
3/25	4/1
4/22	5/6
5/27	6/3
6/24	7/1
7/22	8/5
8/26	9/2
9/23	10/7
10/21	11/4
11/9	12/2
12/16	1/6/27

PURPOSE OF SITE PLAN REVIEW

The purpose and intent of requiring site plan approval is to insure that plans that are otherwise in conformance with City Ordinances, also include the compatible arrangement of buildings, off-street parking, lighting, landscaping, ingress and egress, and drainage of the site in a manner that will promote safety and convenience for the public and will preserve surrounding property values. Site plan review is not a substitute for required State and City building permit reviews.

APPLICABILITY

Site plan review is required for all new construction or additions and changes in the use of existing buildings or parking lots which results in any exterior alteration or construction within the following zoning districts:

1. All special uses in the AG, ER, R1A and R1B zoning districts
2. All uses in the R1C, R2, R3A, R3B, B1, B2 zoning districts (excluding single-family detached uses)
3. All uses in the I, O, B3, M1, M2 and CPD zoning districts

Please note, all proposed wind energy systems, as well as proposed community or commercial solar energy systems, require site plan approval. Additionally, large wind energy systems, community solar energy systems, and commercial solar energy systems require a special use permit. Please see Sections 152.117 (for wind energy systems), 152.123 (for solar energy systems), and 152.018 (for special use permits).

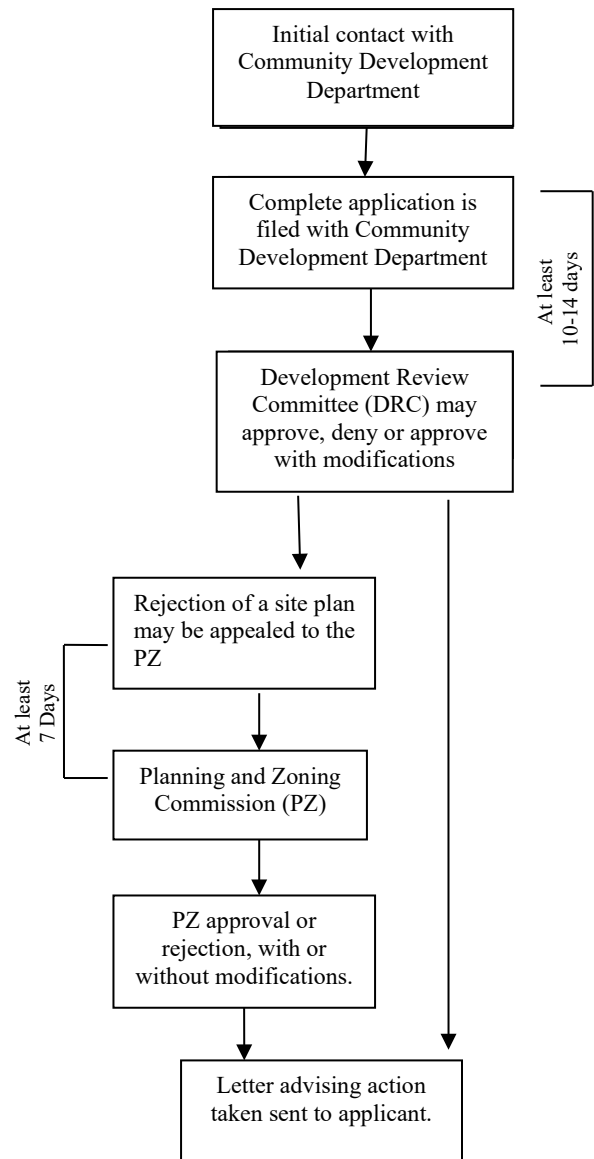
The following activities are excluded from site plan review:

1. Normal maintenance, but not reconstruction
2. Construction or alteration of any building (or accessory structure) in use exclusively as a single-family or two-family dwelling.
3. Home occupations as defined by City ordinance
4. Government uses
5. Schools
6. Any uses in the Agricultural District (AD) devoted exclusively to agriculture, horticulture or floriculture
7. Construction or alteration of a one-story accessory building of one thousand (1,000) square feet or less, in any zoning district; and
8. Building additions of less than 2,000 square feet where the construction adds less than 15% to the building size; provided, however, that all additions within a five year period shall be considered in the aggregate.

APPLICATION PROCESS

The City has created this step-by-step process to help ensure that all reviews are performed fairly and consistently. While there may be variations on each of the following steps, all applications/petitions shall be submitted to the City, on forms provided by the Community Development Department.

1. Contact the Community Development Department as soon as possible to discuss your situation and obtain an application form.
2. Applicant completes and submits the application, along with a PDF copy of the site plan and \$150 non-refundable filing fee. *Failure to do will constitute an incomplete submittal and may result in a delay or disposal of items submitted.*
3. City staff shall compile the documents and schedule a meeting with the Development Review Committee (DRC).
4. The DRC is made up of City staff charged with reviewing applications for completeness and compliance with City codes and regulations. The DRC may approve, approve with modifications or deny based upon the Site Design Standard criteria.
5. A rejection may be appealed to the Planning and Zoning Commission (PZ) by submitting a request along with a PDF copy of the site plan and \$75 non-refundable filing fee.



SITE PLAN APPROVAL CRITERIA

The Development Review Committee and Planning and Zoning Commission on appeals shall use the site design standards described in Section 152.134 of the Development Ordinance as criteria when reviewing site plan requests. In general, the site plan should show compliance with the following design standards:

- Based on an analysis of the site, the plan should be responsive to site conditions;
- Minimize dangerous traffic and parking layout movements and congestion, while achieving efficient traffic flow and sufficient access for emergency vehicles. Traffic studies of existing and projected traffic flow patterns may be required;
- Preserve existing trees, minimize cut and fill, avoid unnecessary impervious cover, prevent flooding and pollution, provide adequate access to lots and sites, and mitigate adverse effects of shadow, noise, odor, traffic, drainage and utilities on neighboring properties;
- The use and design shall be consistent with the Comprehensive Plan;
- Designed to enhance historical architectural resources as identified by the National Register of Historic Places or the Galesburg Landmark Commission;
- Provide a desirable environment for occupants, visitors and neighbors through aesthetic use of materials, textures and colors that will maintain a reasonably adequate level of maintenance.
- Developed in harmony with neighboring street patterns, setbacks and other design elements;
- Improvements shall be designed to facilitate convenient and safe pedestrian and bicycle movement within and to the property;
- Measures shall be taken to protect adjacent properties from any undue disturbance caused by excessive noise, smoke, vapors, fumes, dusts, odors, glare or stormwater runoff. Incompatible, unsightly activities are to be screened and buffered from public view;
- Screen front and side elevations of mechanical equipment, and rear when abutting residential districts;
- The height and shielding of lighting fixtures shall be in compliance with the Outdoor Lighting Regulations in Section 152.032 of the Development Ordinance; and
- All refuse disposal and recycling storage areas should be located in the rear of buildings or in areas where minimal exposure to public streets will exist, but still provide adequate accessibility for service vehicles.

Additional design standards in the Office zoning district.

- All lighting shall be designed and located so as to confine direct rays to the premises and away from adjoining residential uses. The lighting shall be allowed only between the hours of 6:00 a.m. and 10:00 p.m. unless needed for safety or security, in which case the lighting shall be reduced to a minimum level necessary.
- Outside storage of materials shall be prohibited.
- Sale of products involving the handling of merchandise shall be allowed only when incidental to the primary use.
- No interior display shall be visible from the exterior of the building.

- Where a lot is in an O District and is next to an R District, the side or rear yard required in that R Class District must be provided along the boundary line.
- Automated teller machines (ATMs) shall be allowed to operate only within the interior of an approved building.
- Architectural design standards.
 - Architectural review is intended to ensure the compatibility between adjacent uses of varying types and intensities.
 - The proposed structure should relate favorably to the landscape, the neighborhood and follow the overall architectural character of the community. For example, office buildings adjacent to single-family homes with pitched roofs should have a similar roof style rather than the typical commercial flat roof.
 - The size of the proposed structure should relate well to adjacent structures and its surroundings.
 - The color of the proposed structure should blend with the surrounding landscape and neighborhood.
 - Durable masonry materials are encouraged, particularly on the first floor. Smoothfaced concrete block and undressed cast-in-place concrete are not permitted.
 - Areas of blank walls on the street level frontage of a building should be minimized.

DRIVE-THROUGH APPROVAL CRITERIA

Drive-through facilities shall be permitted as an accessory use in the B1, B2, I, O and CPD Districts subject to the following:

- The approval may permit deviation from the listed standards for drive-through facilities;
- Drive-through facilities may be approved only as accessory uses to a permitted use or facility;
- Speakers at drive-throughs shall not be audible from adjacent residential uses;
- No drive-through aisle shall exit directly into a public right-of-way. Aisles shall be integrated with the on-site circulation;
- Drive-throughs shall be architecturally compatible with nearby structures;
- Drive-through facilities, excluding banks, with one location where transactions are made shall provide stacking areas designed to allow for at least six stacking spaces. Drive-through facilities, excluding banks, with two locations where transactions are made shall provide stacking area designed to allow for at least five stacking spaces for each location. Drive-through facilities as banks and ATMs shall provide stacking areas designed to allow for at least three stacking spaces at each drive-through;
- Drive-through facilities may only have two locations where transactions are made, excluding banks, which may have three locations;
- Stacking space shall be provided behind each location where the transactions are made without obstructing a public street or common drive aisle used by other businesses; and
- Stacking spaces shall measure 10 by 20 feet.

SITE PLAN REVIEW APPLICATION

PETITION/DEVELOPMENT NAME (if applicable):

PETITIONER INFORMATION:

Primary contact name	Mailing address	City, State, Zip
----------------------	-----------------	------------------

Phone	Fax	Email
-------	-----	-------

OTHER APPLICANTS AND INTERESTED PARTIES:

Relationship	Name	Company	Mailing Address	Phone #
--------------	------	---------	-----------------	---------

Applicant

Owner(s)

Developer(s)

Engineer

Surveyor

Agent/Attorney

SITE INFORMATION:

Acres	Site address or location	Property Identification Number (PIN)
-------	--------------------------	--------------------------------------

Brief Description of Development

ZONING INFORMATION:

Current Zoning

Existing Land Use

**Attach additional sheets as necessary*

City Hall 55 W. Tompkins Street

Galesburg, IL 61401

309-345-3619

www.ci.galesburg.il.us

Last updated December 2025

Page 6 of 7

I hereby affirm that I have full legal capacity to authorize the filing of this Petition and that all information and exhibits herewith submitted are true and correct to the best of my knowledge. The Authorized Signer invites City representatives to make all reasonable inspections, investigations and pictures of the subject property during the processing period of the petition. I agree to pay all fees consistent with the City payment policies and comply with City codes. I understand these fees will include publication and processing expenses and are non-refundable.

I understand that all correspondence from the City staff will be directed to the Primary Contact. It will be the Primary Contact's responsibility to inform all other interested parties of any correspondence and the status of the petition.

Signature of owner or authorized agent

Date

CHECKLIST OF REQUIRED SITE PLAN REVIEW APPLICATION ITEMS:

- ☐ One original completed site plan review application form.
- ☐ Payment of a \$150 non-refundable filing fee. Checks should be made payable to "City of Galesburg". An electronic copy, in pdf format, must also be submitted.
- ☐ A PDF copy of the site plan depicting all required items as listed in Section 152.133 of the City Development Ordinance.
- ☐ Authorized Signature Acknowledgement. If the owner(s) of the property in question will not be the primary contact or is not the applicant, then an acknowledgement must be signed by the property owner(s) designating an authorized agent for the petition. It shall state the authorized agent has the authority to deal with the property in all aspects with regards to the petition.
- ☐ Attachments such as building layouts or elevations, etc. depicting compliance with the site design standards are recommended in order to provide accurate and sufficient information for consideration by the Development Review Committee.